

**AIRPORT LAYOUT PLAN CHECKLIST**  
**Airports Division, Northwest Mountain Region**  
**Federal Aviation Administration**  
**April 1997**

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This checklist is recommended for use by consultants, airport sponsors, and FAA Airports District Office (ADO) personnel to help insure that all pertinent information is reflected on the airport layout plan (ALP) set of drawings. This checklist can be used for the small airports as well as for the larger, more complex ones and therefore every drawing or item in the checklist may not apply in all airport situations. However, certain drawings in the checklist are normally required in every case. These include (1) the airport layout plan drawing, (2) the airport airspace drawing, and (3) the inner portion of the approach surface drawing. The need for the other drawings should be decided on a case-by-case basis. This decision as well as the determination as to which of the individual checklist items for each drawing apply to a given airport situation should be made at the time the workscope is prepared for the development of the new or updated ALP. This involves the ADO working closely with the airport sponsor and their consultant to evaluate and reach agreement on the use of the checklist in the ALP project. The individual checklist items as well as the case-by-case drawings that apply to a given airport situation depend on the nature and complexity of the facility and the evaluation during the ALP workscope determination process. If during or after this process, the airport sponsor or their consultant disagrees with the ADO regarding the applicability of any element of the checklist to a given ALP project, they should provide the rationale for any such disagreement to the ADO. The ADO shall determine whether or not the rationale is acceptable and make the appropriate determination. In summary, this checklist can be used as part of the ALP workscope process, during the preparation of the ALP, and in the draft and final ALP reviews.

**AIRPORT:**\_\_\_\_\_ **LOCATION:**\_\_\_\_\_

**SPONSOR/CONSULTANT:**\_\_\_\_\_ **DATE:**\_\_\_\_\_

**FAA PROJECT MGR:**\_\_\_\_\_ **DATE:**\_\_\_\_\_

**THIS CHECKLIST WAS COMPLETED FOR (check one):**

- ☐ **ALP Workscope Purposes.**
- ☐ **ALP Preparation Purposes.**
- ☐ **ALP Review Purposes.**

**Note:** Page 19 of this checklist provides specific instructions on its use in terms of checking **YES** or **NO**, with or without **REMARKS**, for each of these purposes.

**I. The ALP Set of Drawings.**

	YES	NO	REMARKS
1. Normally Required Drawings.			
a. Airport Layout Plan Drawing.	( )	( )	_____
b. Airport Airspace Drawing.	( )	( )	_____
c. Inner Portion of the Approach Surface Drawing.	( )	( )	_____
2. Case-by-Case Drawings.			
a. Terminal Area Drawing.	( )	( )	_____
b. Land Use Drawing.	( )	( )	_____
c. Airport Property Map Drawing, Exhibit "A".	( )	( )	_____

**Note:** Normally, the airport layout plan drawing and the airport airspace drawing should be presented on separate sheets. The Exhibit "A", if done as part of a new or updated ALP set of drawings, should also be depicted on a separate sheet (or sheets for large airports). The other drawings do not necessarily need to be on separate sheets, depending on scale and size of the drawings.

**II. The Airport Layout Plan Drawing.**

	YES	NO	REMARKS
1. Features:			
a. Layout of existing & planned facilities & features.	( )	( )	_____
b. Wind rose & coverage analysis.	( )	( )	_____
c. Basic airport & runway data tables.	( )	( )	_____
d. Legend & building tables.	( )	( )	_____
e. Title & revision blocks.	( )	( )	_____
f. Sponsor approval block.	( )	( )	_____
g. List of approved modifications to FAA airport design standards (with dates), including proposed & planned modi- fication to standards expected to be approved as part of the ALP review & approval process.	( )	( )	_____
h. List of non-standard conditions & proposed disposition on them.	( )	( )	_____
2. Preparation guidelines:			
a. Sheet size, recommend 22" x 34".	( )	( )	_____

	YES	NO	REMARKS
b. Scale, recommend between 1"=200' & 1"=600':			
(1). Show graphic scale.	( )	( )	_____
(2). Metric conversion table, (optional per Appendix 6, AC 150/5300-13, Airport Design).	( )	( )	_____
c. North arrow.			
(1) True.	( )	( )	_____
(2) Magnetic & year of mag. declin.	( )	( )	_____
(3) North to top or left of drawing.	( )	( )	_____
d. Wind rose. Explain below in Remarks for Data source if wind data not available for ALP wind rose.			
(1) Data source (weather station) & time period covered.	( )	( )	_____
(2) Individual & combined coverage, see paragraph 203b of AC 150/5300-13, Airport Design, for info on wind conditions.			
(a). Rwys with 10.5 knots crosswind.	( )	( )	_____
(b). Rwys with 13 knots crosswind.	( )	( )	_____
(c). Rwys with 16 knots crosswind.	( )	( )	_____
(d). Rwys with 20 knots crosswind.	( )	( )	_____
(e). IFR windrose.	( )	( )	_____
e. Airport reference point (ARP).			
(1). Existing (nearest sec/NAD 83).	( )	( )	_____
(2). Ultimate (nearest sec/NAD 83).	( )	( )	_____
f. Topo info. Ground contours at intervals of 2' to 10', lightly drawn. Show any principle drainage features.	( )	( )	_____
g. Elevations.			
(1). Runways. Indicate at existing & ultimate ends, displaced thresholds, touchdown zones, rwy intersections, high & low points to nearest 1/10'.	( )	( )	_____

	YES	NO	REMARKS
(2). Structures on airport. If terminal area plan drawing is not to be included, show top elevations by using building table & numbering system. ( ) ( )			_____
h. Building restriction line (BRL) & runway visibility zone. ( ) ( )			_____
i. Runway details (existing/planned).			
(1). Dimensions (width & length). ( ) ( )			_____
(2). Orientation:			
(a). True bearing to nearest 0.01 degree. ( ) ( )			_____
(b). Show rwy end numbers. ( ) ( )			_____
(3). Lighting (threshold lights). ( ) ( )			_____
(4). Marking. ( ) ( )			_____
(5). Show stage lengths if new rwy or rwy extension will be developed in stages. ( ) ( )			_____
(6). Indicate surveyed existing end coordinates (to nearest 0.01 second, NAD 83) & elevations (to nearest 1/10'). ( ) ( )			_____
(7). Monuments (show location of all survey monuments & reference markers. Include note on how monuments are protected). ( ) ( )			_____
(8). Declared distances for each runway direction. Identify any clearway/stopway portions in the declared distances & any rwy portions not included in the declared distances. Depict appropriate details in separate drawing, if needed. ( ) ( )			_____
(9). Any displaced thresholds. ( ) ( )			_____
(10). Any relocated thresholds. ( ) ( )			_____
(11). Any clearways. ( ) ( )			_____
(12). Any stopways. ( ) ( )			_____
(13). Separation dimensions from BRL and any parallel rwys. ( ) ( )			_____

	YES	NO	REMARKS
j. Object free areas (OFAs).	( )	( )	_____
k. Runway safety areas (RSAs).	( )	( )	_____
l. Obstacle free zones (OFZs).	( )	( )	_____
m. Threshold siting surface may be depicted with dimensions to facilitate identifying object penetrations. Print "No threshold siting surface object penetrations" when no object penetrates the threshold siting surface. Otherwise, identify the object, show the amount of object penetrations, & indicate in a note how they will be eliminated.	( )	( )	_____
n. Runway protection zone (RPZ) details per paragraph 212, Table 2-4, & Figure 2-3 of AC 150/5300-13, Airport Design.			
(1). Depict size with dimensions.	( )	( )	_____
(2). Airport interest in RPZ ( fee, easement, or non-airport). Indicate by note with arrow to each RPZ or with appropriate legend symbol.	( )	( )	_____
(3). For each RPZ, indicate in a note the approach visibility minimums & aircraft served (i.e., small aircraft, aircraft approach Cat A & B, aircraft approach Cat C & D, or all aircraft).	( )	( )	_____
(4). Land uses in RPZ. Show any residences & places of public assembly & indicate by note how they will be removed. Depict any roads, railroads, or waterways.	( )	( )	_____
o. Holding position signs & markings. Show distance from rwy centerline.	( )	( )	_____
p. Taxiway details (existing/planned).			
(1). Dimensions (width & length).	( )	( )	_____

	YES	NO	REMARKS
(2). Separation dimensions from parallel rwys & taxiways.	( )	( )	_____
(3). Clearance dimensions to objects, including aircraft parking areas.	( )	( )	_____
q. Apron details (existing/planned).			
(1). Dimensions (width & length).	( )	( )	_____
(2). Aircraft parking arrangement.	( )	( )	_____
(3). Any taxilanes.	( )	( )	_____
r. Nav aids & landing light systems (existing/planned).			
(1). Location & type.	( )	( )	_____
(2). Critical areas outlined with dimensions.	( )	( )	_____
s. Terminal area (existing/planned).			
(1). Show & identify all main structures. Also show & identify by using building table & numbering system if no terminal area plan drawing.	( )	( )	_____
(2). Hangar areas & related taxiways.	( )	( )	_____
(3). Auto parking & entrance roads.	( )	( )	_____
t. Wind cone/tee & segmented circle.	( )	( )	_____
u. Any weather equipment (e.g., ASOS including related critical areas).	( )	( )	_____
v. Airport service roads.	( )	( )	_____
w. Airport fencing.	( )	( )	_____
x. Airport property lines & easements (existing/planned).	( )	( )	_____
y. Airport data table (existing/ultimate).			
(1). Airport elevation (nearest 1/10').	( )	( )	_____
(2). Airport reference point, latitude & longitude, nearest sec/NAD 83.	( )	( )	_____
(3). Mean daily max temperature.	( )	( )	_____
(4). Combined wind coverage, VFR/IFR (%).	( )	( )	_____

	YES	NO	REMARKS
(5). Airport magnetic variation & date.	( )	( )	_____
(6). Airport reference code (ARC) for most demanding aircraft accommodated at the airport.	( )	( )	_____
(7). NPIAS service level (GA, RL, CS, or PCS).	( )	( )	_____
(8). Taxiway lighting.	( )	( )	_____
(9). Taxiway marking.	( )	( )	_____
(10). Airport & terminal nav aids.	( )	( )	_____
(11). Others (indicate in Remarks).	( )	( )	_____
z. Runway data table for each runway end (existing/ultimate).			
(1). Approach visibility minimums. (Include designated or planned. Indicate V, 1 mile, 3/4 mile, 1/2 mile, CAT II, or CAT III).	( )	( )	_____
(2). FAR Part 77 approach slope.	( )	( )	_____
(3). Dimensions (width & length).	( )	( )	_____
(4). Pavement type.	( )	( )	_____
(5). Pavement design strength.	( )	( )	_____
(6). Lighting.	( )	( )	_____
(7). Marking.	( )	( )	_____
(8). Percent gradient.	( )	( )	_____
(9). Max grade within rwy length.	( )	( )	_____
(10). Line of sight requirements.	( )	( )	_____
(11). Percent wind coverage.	( )	( )	_____
(12). Visual approach aids (e.g., VASI, REIL, etc.) .	( )	( )	_____
(13). Instrument approach aids (e.g., ILS, localizer, etc.).	( )	( )	_____
(14). Airport reference code (ARC) for the runway.	( )	( )	_____
(15). Identify the critical aircraft. If more than one critical aircraft involved, then identify further as follows:	( )	( )	_____
(a). Critical aircraft by wingspan.	( )	( )	_____

	YES	NO	REMARKS
(b). Critical aircraft by approach speed.	( )	( )	_____
(c). Critical aircraft by weight.	( )	( )	_____
(16). Length of haul if critical aircraft over 60K lbs.	( )	( )	_____
(17). RSA dimensions.	( )	( )	_____
(18). OFA dimensions.	( )	( )	_____
(19). OFZ. Specify "No OFZ object penetrations" when no object other than frangible nav aids penetrates the OFZ.	( )	( )	_____
(20). Surveyed end coordinates (to nearest 0.01 second), NAD 83.	( )	( )	_____
(21). Runway elevations (to nearest 1/10').			
(a). Existing end.	( )	( )	_____
(b). Ultimate end.	( )	( )	_____
(c). Displaced threshold.	( )	( )	_____
(d). Touchdown zone.	( )	( )	_____
(e). Runway intersections.	( )	( )	_____
(f). High & low points.	( )	( )	_____
(22). Declared distances for each runway direction.			
(a). TORA.	( )	( )	_____
(b). TODA.	( )	( )	_____
(c). ASDA.	( )	( )	_____
(d). LDA.	( )	( )	_____
(23). Others (indicate in Remarks).	( )	( )	_____
aa.. Legend table. Use standard symbols. (existing/ultimate).	( )	( )	_____
bb. Building table, identify by number & description. Show top bldg. elevations if no terminal area drawing (existing/ultimate).	( )	( )	_____
cc. Location & vicinity maps.	( )	( )	_____
dd. Title & revision blocks.	( )	( )	_____
ee. Approval block.	( )	( )	_____



**III. Airport Airspace Drawing.****YES NO REMARKS****1. Includes:**

- a. Plan view of FAR Part 77  
Subpart C surfaces based on  
ultimate runway lengths.

( ) ( ) \_\_\_\_\_

- b. Profile views of FAR Part 77  
Subpart C approaches  
(existing/ultimate).

( ) ( ) \_\_\_\_\_

- c. Obstruction data tables, as  
appropriate.

( ) ( ) \_\_\_\_\_

**2. Preparation guidelines:**

- a. Sheet size, recommend same  
as ALP drawing.

( ) ( ) \_\_\_\_\_

- b. Scale, recommend 1"=2000'  
for plan view. 1"=1000'  
(horizontal) & 1"=100' (vertical)  
for approach profiles.

( ) ( ) \_\_\_\_\_

- c. Title & revision blocks (same format  
as ALP drawing).

( ) ( ) \_\_\_\_\_

- d. Plan view details.

- (1). Use current USGS 7 1/2 minute  
Quad for base map when  
available (highlight lat. &  
long. grid tick marks on  
map for plotting purposes).  
Show area under all applicable  
FAR Part 77 airport imaginary  
surfaces.

( ) ( ) \_\_\_\_\_

- (2). Show rwy end numbers.

( ) ( ) \_\_\_\_\_

- (3). 50' elevation contours on all  
sloping imaginary surfaces.

( ) ( ) \_\_\_\_\_

- (4). When horizontal &/or conical  
surfaces overlap the approach  
surface, show the most  
demanding one with solid  
lines, the others with dashed  
lines.

( ) ( ) \_\_\_\_\_

- (5). Show objects by number & give  
top elevations of any of them  
that are obstructions. Add note  
referring to inner portion of the

	YES	NO	REMARKS
approach surface drawing for details on any close-in approach obstructions.	( )	( )	_____
(6). For precision instrument approaches, show entire 50,000' approach surface (may show outer portions on separate sheet).	( )	( )	_____
(7). Include a note on any height or slope protected by local zoning ordinance.	( )	( )	_____
(8). Identify land uses in the FAR Part 77 area, especially those incompatible with normal airport operations.	( )	( )	_____
(9). RPZ based on ultimate runway lengths.	( )	( )	_____
(10). Airport property lines & easements (existing/ultimate).	( )	( )	_____
e. Approach profile details.			
(1). Depict ground profile representing the <u>composite</u> profile based on highest terrain across width & along length of the approach surface.	( )	( )	_____
(2). Show all obstructions by number plus any other significant objects within the approach surfaces with their top elevations.	( )	( )	_____
(3). Show existing & ultimate rwy ends & FAR Part 77 approach surfaces.	( )	( )	_____
(4). Depict threshold siting surface slope for threshold siting requirements per Appendix 2 of AC 150/5300-13, Airport Design, if applicable.	( )	( )	_____
f. Show profile of entire runway if space available on sheet. As minimum, show end elevations & high/low points (to nearest 1/10').	( )	( )	_____

	YES	NO	REMARKS
g. Obstruction data tables details.			
(1). List all obstructions shown in the plan & profile views.	( )	( )	_____
(2). Identify obstructions by numbers used in plan & profile views & provide description, amount of FAR Part 77 Subpart C surface penetrations (indicate which surface involved, such as horizontal, conical, primary, etc.), & proposed disposition of the obstruction, including no action.	( )	( )	_____
(3). If there are any close-in obstructions in the approach areas, include a note referring to the obstruction tables on the inner portion of the approach surface drawing.	( )	( )	_____

**IV. Inner Portion of the Approach Surface Drawing.**

	YES	NO	REMARKS
1. Includes:			
a. Large scale plan view of the existing & ultimate inner portion of the approach area for each runway end. Usually limited to the area out to where the approach surface reaches 100' height above the rwy end.	( )	( )	_____
b. Profile view of the existing & ultimate inner portion of the approach area for each runway end.	( )	( )	_____
c. Obstruction tables for the existing & ultimate inner portion of the approach area for each runway end.	( )	( )	_____

	YES	NO	REMARKS
2. Preparation Guidelines:			
a. Sheet size, recommend same as ALP drawing.	( )	( )	_____
b. Scale, recommend horizontal 1"=200' & vertical 1"=20'. ( )	( )	( )	_____
c. Title & revision blocks (same format as ALP drawing).	( )	( )	_____
d. Plan view details.			
(1). Aerial photos for base maps when available.	( )	( )	_____
(2). Show obstructions. Also, use numbering system & describe in table.	( )	( )	_____
(3). Depict airport property lines in area. ( )	( )	( )	_____
(4). Show elevations & clearances for any roads, railroads, & waterways at the approach surface edges & extended rwy centerline. Number these points & key them to profile view & obstruction table, as appropriate.	( )	( )	_____
(5). Depict ends of runways, stopways, clearways, safety areas, & object free areas (existing/ultimate).	( )	( )	_____
(6). Show ground contours drawn lightly.	( )	( )	_____
(7). Show existing/ultimate approach & any departure RPZs.	( )	( )	_____
(8). Indicate existing/ultimate FAR Part 77 approach slopes.	( )	( )	_____
e. Profile view details.			
(1). Depict the ground profile representing the <u>composite</u> profile based on the highest terrain across the width & along the length of the inner portion of the approach surface. Also, show significant features			

	YES	NO	REMARKS
regardless of whether they are obstructions (e.g., fences, stream beds, etc.).	( )	( )	_____
(2). Identify obstructions with numbers used on plan view & keyed to obstruction table.	( )	( )	_____
(3). Depict cross-section of any roads, railroads, & waterways where they intersect outer edges of approach surface.	( )	( )	_____
(4). Show existing & ultimate FAR Part 77 approach slope.	( )	( )	_____
(5). Depict threshold siting surface slope for threshold siting requirements per Appendix 2 of AC 150/5300-13, Airport Design, if applicable.	( )	( )	_____
f. Obstruction table details.			
(1). Separate table for each existing & ultimate approach surface. Specify type & slope of FAR Part 77 approach surface.	( )	( )	_____
(2). Identify obstructions by numbers used in plan & profile views & provide description, amount of approach surface penetration, & proposed disposition of the obstructions, including no action.	( )	( )	_____

#### **V. Terminal Area Drawing.**

	YES	NO	REMARKS
1. Terminal area for larger, more complex airport. Show large scale plan view of the terminal area.	( )	( )	_____
2. Preparation guidelines:			
a. Sheet size, recommend same as ALP drawing.	( )	( )	_____

	YES	NO	REMARKS
b. Scale, recommend between 1"=50' & 1"=100'.	( )	( )	_____
c. Large scale plan view of terminal area (or areas) showing details of aprons, buildings, hangars, parking lots, etc. (existing/planned).	( )	( )	_____
d. Building restriction line.	( )	( )	_____
e. Depict separations between objects & taxiways, taxilanes, & tiedowns.	( )	( )	_____
f. Title and revision blocks (same format as ALP drawing).	( )	( )	_____
g. Building data table.			
(1). Include structure ID No. that correspond to the structure ID No. depicted on plan view of terminal area. ( )	( )		_____
(2). Show top elevations of structures.	( )	( )	_____
(3). Obstruction marking & lighting (existing/planned).	( )	( )	_____
(4). Indicate if structures meet airport lateral clearance standards (e.g., BRL requirements).	( )	( )	_____
h. Legend. Include symbol for showing planned removal, abandonment, etc.	( )	( )	_____

## **VI. Land use drawing.**

	YES	NO	REMARKS
1. Drawing depicts existing & recommended land uses within and outside the existing & ultimate airport property. Off airport land uses should be shown to at least the outer boundary of the 65 DNL area. Land uses should be depicted by general use categories (e.g., agricultural, recreational, industrial, commercial, etc.).	( )	( )	_____
2. Provides plan for leasing revenue producing areas on the airport, for guidance on			

	YES	NO	REMARKS
compatible land uses in close proximity to runways, for line of sight between rwy ends & within rwy visibility zones, & for guidance to local authorities for establishing appropriate zoning in the airport environs.	( )	( )	_____
3. Preparation guidelines:			
a. Sheet size, recommend same as ALP drawing.	( )	( )	_____
b. Scale, recommend same as ALP drawing.	( )	( )	_____
c. Title and revision blocks (same format as ALP drawing).	( )	( )	_____
d. Base map. Aerial photo when available.	( )	( )	_____
e. Legend. Use standard drafting symbols to show existing & recommended land uses by general category. Use notes to identify the existing and recommended land uses.	( )	( )	_____
f. Public facilities & other uses in the airport environs.			
(1). Indicate all major existing & recommended land uses.	( )	( )	_____
(2). Depict the location of all public facilities (e.g., schools, hospitals, parks, etc.).	( )	( )	_____
(3). Show governmental jurisdictional boundaries.	( )	( )	_____
(4). Indicate established flight tracks.	( )	( )	_____
(5). Show current noise contours, if available (give date of data used for the contours).	( )	( )	_____
g. Airport drawing details.			
(1). Normally limited to the primary existing and future airport features (rwys, txys, aprons, RPZs, terminal bldgs, & nav aids).	( )	( )	_____
(2). Show enough details to determine aeronautical areas			

	YES	NO	REMARKS
versus non-aeronautical areas & to determine limit lines for areas to be kept in grass or limited to low growing crops.	( )	( )	_____
h. Show in the drawing and/or describe in a note any special land use concerns.			
(1). Flood plain area.	( )	( )	_____
(2). DOT Section 4f land.	( )	( )	_____
(3). Area that may require SHPO coordination.	( )	( )	_____
(4). Landfills in the airport environs (within 5 miles).	( )	( )	_____
(5). Any other land use concerns based on master plan study or community involvement & coordination.	( )	( )	_____
i. Table of existing land use ordinances by number, date, & land use type.	( )	( )	_____

**VII. Airport property map (Exhibit “A”).**

	YES	NO	REMARKS
1. Purpose: The primary intent of the airport property map, Exhibit “A” drawing, is to identify all land which is designated airport property and to provide an inventory of all parcels which make up the airport. It is a document that must be on file in the ADO as part of the development project application process. If it is not on file, or needs updating, this drawing can be prepared as part of the ALP set of drawings & this is the case here.	( )	( )	_____
2. Definition: The Exhibit “A” is a document unique to the AIP. It should not be confused with a Property Plan or Plot Plan. As a minimum, the Exhibit “A” must show the current airport boundary compiled from deed research, available			



	YES	NO	REMARKS
mapping/surveys, & field verification, as required. Physical survey of boundaries is generally not required. In those instances where field survey may be considered necessary, the property line & runways should be tied to the State grid system. Requests for participation in field surveys will be considered on a case by case basis. Standards for precision & accuracy would be part of this review. All of above has been considered.	( )	( )	_____
3. General preparation guidelines:			
a. Recommend sheet size same as ALP drawing. This drawing must be on a separate sheet.	( )	( )	_____
b. Title & revision blocks (same format as ALP drawing). Clearly label as <u>Exhibit "A"</u> Airport Property Map.	( )	( )	_____
c. Legend. Use standard drafting symbols.	( )	( )	_____
4. Specific Exhibit "A" required items:			
a. A clear identification of the outside airport property boundary.	( )	( )	_____
b. Each parcel making up the entire airport must be shown & numbered. In addition, parcels which were once airport property must also be shown. Leased areas should not be shown.	( )	( )	_____
c. Both fee & easement interests must be shown & separately designated.	( )	( )	_____
d. Delineate runways, taxiways, RPZs, RSAs, OFAs, aprons, BRLs, terminal buildings, & nav aids (existing/planned).	( )	( )	_____
e. Magnetic & true north arrows.	( )	( )	_____
f. Each line type which identifies airport boundary, parcel boundary, RPZs, BRLs, easements, etc. must be			_____

	YES	NO	REMARKS
clearly shown in the legend.	( )	( )	_____
g. The plan view with related data table and/or notes must show an inventory of all parcels by number, including the grantor, grantee, type of interest, acreage, book & page, & date of recording. They must also show FAA project number if acquired under a grant; PFC application number if acquired with Passenger Facility Charges; Surplus Property Transfer or AP-4 Agreement if applicable; type of easement (clearing, avigation, utility, right of way, etc.); and if released, date of FAA approval.	( )	( )	_____
h. The purpose of acquisition if acquired under a Federal grant (approach protection, aeronautical, noise compatibility, current or future development) based on the grant description must be indicated plus any special conditions.	( )	( )	_____
i. If the Exhibit "A" is being prepared for submittal as part of a land acquisition project, the parcels being acquired must also be shown.	( )	( )	_____
j. The Exhibit "A" must be drawn to scale, all information must be on one sheet if possible, & should be no larger than the ALP drawing sheet size & be legible. There should be an index sheet if the Exhibit "A" involves several sheets for the larger airports.	( )	( )	_____
k. The Exhibit "A" must be dated & amended whenever there is a change to any airport property.	( )	( )	_____
l. There should be sufficient descriptive data (i.e., section, township & range, lot & block, metes & bounds) to enable accurate location			

	YES	NO	REMARKS
of current & future parcels on the drawing.	( )	( )	_____
m. Points of reference for tracing parcels from a deed description by scaling should be shown. As new parcels are acquired, the Exhibit "A" should add their associated bearings & lengths to enable quick confirmation of the parcel's location.	( )	( )	_____
n. Perimeter fencing, only if it does not obscure airport boundary lines.	( )	( )	_____

**Specific Instructions:**

1. If used for ALP workscope preparation purposes, YES or NO should be checked for each checklist item to indicate whether or not it is required for the ALP drawings for the given airport. Or, to avoid having to check every single item & help facilitate the process, only check NO for items that are not required with the understanding that if an item is not checked YES or NO (i.e., left blank or unchecked), then it is required. This should be done as a joint effort by the airport sponsor (and their consultant) and the ADO in developing the ALP workscope. Any item requiring explanations should be given as remarks.
2. If used for ALP preparation purposes, the preparer (airport sponsor and their consultant) should check YES or NO to indicate whether or not the appropriate checklist items are reflected on the ALP drawings. Any item requiring explanations should be given as remarks. The checklist completed by the preparer should (shall, if so stated in an agreed to ALP workscope) be submitted to the ADO with the draft ALP drawings.
3. If used for ALP review purposes, the ADO reviewer should check YES or NO to indicate whether or not all appropriate checklist items were reflected on the ALP drawings in a satisfactory manner. Any item requiring explanations should be given as remarks. The checklist completed by the ADO should be submitted to the preparer with the marked-up draft ALP drawings.

**References:**

The ALP checklist above is based primarily on Appendix 7 of AC 150/5300-13, Airport Design, including changes 1 through 5. Change 5 is dated 2/14/97. Appendix 7 covers ALP components and preparation. The Airport Property Map (Exhibit "A") component of the ALP checklist is based primarily on AC 150/5100-17, Land Acquisition And Relocation Assistance For Airport Improvement Program Assisted Projects, dated 3/29/96.

**Use the space below for any detailed remarks.**